WORK CATEGORY ADMINISTRATION

The work category administration gives administrators the ability to add, edit or remove work categories that are used throughout the ACMS application.

Step 1

Use the search bar to search for a specific work category and then use the edit icon to edit the work category.

To create a new work category, click the new work category button.

CREATING A NEW WORK CATEGORY

Step2

Enter in the work category code.

Enter in the name of the work category

Enter in the work category comments

Set the status of the work category

<click save> to save your contact information and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.